



**child  
development  
services**

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## CDS Administrative Letter Number 5

DATE: October 31, 2007

TO: CDS Site Directors, CDS Regional Board Chairs and State Level Advisory Group

FROM: David Noble Stockford, Policy Director and Team Leader  
Debra Hannigan, CDS State Director

RE: Annual IFSP/IEP

CDS Boards must ensure that the annual IFSP/IEP, the legal document that authorizes the use of federal and state funds for services for CDS eligible children, is developed per Maine regulations, Chapter 101, Section IX. Payments for services that are not supported by an IFSP or IEP are considered an unallowable cost under Maine Uniform Accounting and Auditing Practices for Community Agencies (M.A.A.P). CDS Boards must ensure that current IFSP/IEP documents are entered into the Case e data system in a timely manner and are made available to applicable CDS employees, private providers, and parents.

IFSP/IEP extensions that cause an IFSP/IEP to go beyond an end date of one year, that are intended to be bridges between annual documents, are not allowable. As the oversight agency, the Department of Education CDS State IEU cannot authorize its use as a vehicle to commit public funds.

IFSP/IEP amendments are permissible as long as they occur within the year span of the document. The team that makes the amendment must meet all the requirements

For further information, please contact Debra Hannigan, State Director, Child Development Services, at 207/624-6660, or email her at [debra.hannigan@maine.gov](mailto:debra.hannigan@maine.gov).